



2017-2018

Guidelines for Priority Designation Ohio Housing Finance Agency Qualified Allocation Plan

City of Dayton, Ohio, Department of Planning and Community Development

General Application Information

The City of Dayton, Department of Planning and Community Development (PCD) is currently accepting applications from the development community for Priority Designation for the Ohio Housing Finance Agency's (OHFA) Qualified Allocation Plan (QAP) for 2018 Low-Income Housing Tax Credits (LIHTC). The City is seeking applicants that can demonstrate the capability of meeting the standard scoring thresholds set by OHFA and exemplifying collaboration, neighborhood outreach and holistic community development.

Background

The Ohio Housing Finance Agency (OHFA) will award ten (10) points for each proposal that is identified by the Mayor or City Manager of a City or Village, or by the Trustees of a township, as a priority for development.

This application only serves as a methodology for creating a staff recommendation for the 2018 QAP Priority Order. This will guide the process in making an informed decision. Final determination of priority order is at the discretion of the City Manager of the City of Dayton.

Guidelines

The purpose of the application is to establish a uniform set of guidelines, expectations, and requirements for developers to follow. The City has compiled this information to assist developers during the pre-development phases of the project. It is the City's intent that by outlining these requirements early in the process, developers will have an understanding of the City's expectations. All projects must:

- Uphold the spirit and intent of CitiPlan Dayton: The 20/20 Vision (<http://www.daytonohio.gov/DocumentCenter/View/296>) and 2016-2020 Consolidated Plan (<http://www.daytonohio.gov/DocumentCenter/View/3922>); and
- Conform to the Design Guidelines specified in this document.

Projects that do not meet these requirements will not be considered for endorsement by the City of Dayton.

Application Timeline

A summary of relevant dates are provided below.

City of Dayton Application Released	Wednesday, November 15, 2017
Last Day for Submission of Questions Related to Application	Tuesday, December 5, 2017
Deadline for Submission of Applications	Friday, December 15, 2017, 4:00 p.m.
Announcement of Ranking	Friday, December 22, 2017
Top Two Ranked Projects Must Submit Market Study and Environmental Assessment to the City of Dayton	Monday, January 29, 2018
Local Development Priority Letters	Monday, February 12, 2018
Applications Due to OHFA	Thursday, February 15, 2018

Application Guidelines and Submittal

Submit to:
Derek McCain
Department of Planning and Community Development

City of Dayton
Dept. of Planning & Comm. Dev. – 6th Floor
101 W. Third Street
P.O. Box 22
Dayton, OH 45402

- **Please submit one original and one copy of the completed application to the address listed above.** Applications must be hard copies and **MAY NOT** be submitted through fax or email. Late or incomplete applications will not be accepted.
- Applicants must complete their application packages as described under the Application Format, completing all sections and including the required documentation.
- Applications must be completed by using a computer. Hard copies of applications must be bound in a 3-ring binder, 8 ½ x 11 format, single-sided, with all attachments indexed and tabbed.
- A \$500.00 application fee is required.

Design Guidelines

Quality design is paramount to the success of any housing development. To ensure the long-term viability of the housing produced through City participation, these design elements must be adhered to. Additional design criteria can be found in the publication “Design Guidelines: Creating a Quality Environment” (<http://www.daytonohio.gov/DocumentCenter/View/274>). All plans are subject to a design review process. The following design elements must be followed if City support is requested:

- **Context Sensitivity:**
Infill homes and apartments must be designed in a manner that is complementary to the surrounding neighborhood. Structures should match the scale, mass, and setback of existing homes and apartments in the neighborhood.
- **Architectural Detailing:**
New construction must maintain streetscape rhythm and structural proportions of the surrounding buildings. Detailing on the primary structure should be sympathetic in design, scale, proportion, and materials of the existing neighborhood, but should not replicate the historic architecture of the block.

- **Alley Access:**
Alley access must be maintained where practical. Curb cuts will not be permitted in areas with accessible alleyways.
- **Porches:**
Porch designs must be usable and have a depth of not less than 6 feet.
- **Handicap Accessibility:**
All units constructed for handicap accessibility must contain washer/dryer hook-ups on the first floor or contain a lifting device that allows wheelchair access to the second floor.

Technical Assistance and Questions

For Questions or Technical Assistance Contact:

Derek McCain
City of Dayton
Department of Planning & Community Development
Phone: (937) 333-3688
Email: derek.mccain@daytonohio.gov

Staff will not review or assess the quality of applications prior to the submission deadline.

Application Format

Submitted applications must include the sections and tabs for the sections listed below.

1. Completed Application
2. Application Fee
3. Project Area Map
4. Basic Site Plan
5. Letters of Support from Impacted Neighborhood Associations and Community Groups
6. Resumes for Key Members of the Development and Management Team
7. Written Proof of Consistency with Zoning Requirements
8. Sources and Uses
9. Pro Forma
10. Construction Schedule
11. Self-Scored Scoring Workbook (From OHFA QAP)

Request for HOME Funds Assistance

Projects requesting HOME fund support will be required to pay a one-time compliance monitoring fee of \$1,500.00 per unit, similar to the fee required by OHFA. Please note that HOME funds are currently committed through 2020, but we will review requests if funding becomes available.

Methodology

The City of Dayton will assign points based on nine (9) Priority Principles and one (1) bonus category. Up to two (2) projects will receive “Development Priority” designation and will be eligible to receive ten (10) points in the OHFA QAP.

The City of Dayton Housing Strategy team will score the applications based on the priority principles located on the following page. This application is for evaluation purposes only, and the City reserves the right to provide written support to any project/application at its discretion.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.]

Priority Principle	Maximum Points Assigned (Out of 115)
Responsiveness to Request	This is the threshold requirement. Applicants that are not responsive to all elements will not be considered.
Capacity	Total 5
Developer Capacity	/ 1
Partner Capacity	/ 1
Financial Capacity	/ 1
Experience in the City of Dayton	/ 1
Experience in Housing Development	/ 1
Project Characteristics	Total 20
Location / Proximity to Amenities – Transportation, Education, Employment, Assets	/ 5
Location / Proximity to Mixed-Income Block Groups	/ 5
Inclusion with Surrounding Neighborhood	/ 5
Demonstration of Need	/ 5
Project Design	Total 18
Aesthetics / Functionability	/ 1
Unit Design / Features	/ 2
Site Design	/ 2
Versatility / Universal Design	/ 2
Sustainability	/ 3
ADA Compliance / Accessibility / Visitability	/ 3
Density	/ 5
Financing / Underwriting	Total 20
Cost Per Unit	/ 2
Amount of Credits Requested	/ 2
Review of Sources and Uses	/ 5
Review of Pro forma	/ 5
Leverage Ratio (1 – TC Request / Total Dev Cost)	/ 6
Collaboration	Total 10
Neighborhood(s) Collaboration	/ 4
Partner Collaboration	/ 4
Outreach to Key Stakeholders	/ 2
Community Development Attributes	Total 10
Holistic Approach to Addressing Tenant Needs	/ 5
Service Delivery and Amenities	/ 5
Consistency with City Priorities	Total 7
Consistency with CitiPlan 20/20 and 2016-2020 Consolidated Plan	/ 7
Competiveness in QAP	Total 10
Competitive in 9% Competitive Selection Criteria	/ 10
Bonus Criteria	Total 15
Applications receiving Local Priority Designation in previous two funding cycles, but not awarded TC.	/ 15
TOTAL	_____ / 115

**This application is for evaluation purposes only, and the City reserves the right to provide written support to any project/application at our discretion.*

City of Dayton
Department of Planning and Community Development
Application for Priority Designation OHFA QAP 2017-2018

PART I. GENERAL INFORMATION

Project Name

A. Applicant Information

Lead Applicant

Contact Person

Title

Mailing Address

City

State

Zip

Phone

Alternate Phone

E-mail

Lead Applicant EIN

Lead Applicant DUNS

Tax Status

B. Partners

Organization

Contact Person

E-mail

Phone

Tax Status

Organization

Contact Person

E-mail

Phone

Tax Status

(List any additional partners as an attachment)

C. HOME Funds

Are you seeking City of Dayton HOME funds?

PART II. LOCATION

Please include a map of the project area with application.

Project Address

Project Planning District

Project Census Tract

Project is located in a high
income census tract::

Yes No

Project is located in a
QCT:

Yes No

Project is located in a
revitalization area:

Yes No

Project is a subsequent phase of a
successful LIHTC project:

Yes No

Project is located within a half mile of significant economic
investment of at least \$5,000,000 between 2010-2020:

Yes No

Project is located in a census tract designated as Moderate [USR Opportunity Index](#) area that also has a Slight Growth or Strong Growth in the [Community Change Index](#) rating:

Yes No

Project is located in a census tract designated as High or Very-High areas by the [USR Opportunity Index](#):

Yes No

1. Proximity to Positive Land Uses (enter distance in miles):

Supermarket with Produce	Other Food Store with Produce	Farmers Market
Clothing or Department Store	Pharmacy	Bank
Gym	Hair Care	Laundry / Dry Cleaner
Restaurant / Cafe / Diner	Adult or Senior Care (licensed)	Child Care (licensed)
Community or Recreation Center	Cultural Arts Facility	Education Facility
Entertainment Venue	Government Office Serving the Public On-Site	Place of Worship
Medical Clinic or Office	Police or Fire Station	Post Office
Public Library	Social Service Center	

2. List any detrimental land use activities near the project.

PART III. COMMUNITY COLLABORATION

3. Please provide a brief narrative describing the community outreach efforts to this point and the community outreach plan moving forward.

4. Has the applicant conducted Community Outreach?

Yes

No

Neighborhood Presentation

Date

Neighborhood Presentation

Date

Neighborhood Presentation

Date

Neighborhood Presentation

Date

5. Describe collaboration with neighborhood and community groups.

6. Describe the nature of the relationship between lead applicant and partners.

7. Is there a Neighborhood Plan or Affordable Housing Development Plan in place for the project area?

Yes No

Date of Plan:

8. Is a CHDO or MHA part of the Development Team with 51% general partnership interest in the ownership of the proposed development?

Yes No

PART IV. PROJECT CHARACTERISTICS

	Yes	No
9. Owner-Occupied		
10. Lease Purchase		
11. Rental		
12. Permanent Supportive Housing		
13. New Construction		
14. Rehabilitation of Existing Units:		
A. If Yes, is the building vacant and abandoned?		
B. Is the building currently occupied?		
C. Will the project require relocation of tenants?		
- Will the relocation of tenants be temporary?		
- Will the relocation of tenants be permanent?		
D. Do the units currently receive a project based subsidy?		
- If Yes, will the subsidy be maintained?		
E. Is/Are the structure(s) designated as historic?		
F. Do you intend to use historic tax credits?		

15. Percentage of property that is vacant or foreclosed:

16. Single/Multi-Family Units

	Yes	No
Multi-Family (4 units or less)		
Multi-Family (5 units or more)		
Single Family		

17. Total Number of Units:

18. Number of ADA Compliant Units:

19. Number of:

Efficiencies: One Bedroom: Two Bedroom: Three Bedroom:

Four Bedroom: Other:

20. Rent Levels for the following types of units (if rental):

Efficiencies: One Bedroom: Two Bedroom: Three Bedroom:

Four Bedroom: Other:

21. Sales Price for the following types of units (if home ownership):

Efficiencies: One Bedroom: Two Bedroom: Three Bedroom:

Four Bedroom:

22. Number of units restricted to the following income levels (AMI):

Below 15%:	30%:	60%:	Market Rate:
15%:	50%:	80%:	

23. Average square footage for each type of unit:

Efficiencies:	One Bedroom:	Two Bedroom:	Three Bedroom:
Four Bedroom:	Other:		

24. Average hard cost per unit for each type of unit:

Efficiencies:	One Bedroom:	Two Bedroom:	Three Bedroom:
Four Bedroom:	Other:		

25. Average total cost per unit for each type of unit:

Efficiencies:	One Bedroom:	Two Bedroom:	Three Bedroom:
Four Bedroom:	Other:		

26. Percentage of common area:

27. Percentage of building not included in basis:

ENVIRONMENTAL REVIEW:

28. Are there known environmental issues at the project site?

Yes No

29. Has a Phase One Environmental Review been completed for the project?

Yes No

MARKET STUDY:

30. Has a market study been completed?

Yes No

SITE CONTROL:

31. Percentage of site currently controlled by a Project Partner:

32. Percentage of site to be controlled by a Project Partner by January 2018:

33. Are you utilizing the City of Dayton's Lot Links / REAP process to gain control of properties?

Yes No

34. Is this site considered a "troubled asset"?

Yes No

Special Populations

35. Will units be set aside for any of the following populations? If Yes, how many units will be set aside?

Homeless

Severely Mentally Ill

Physically Disabled

Elderly

Developmentally Disabled

Persons Living with AIDS

Domestic Violence Victims

Chronic Substance Abusers

Other Special Needs

PART V. FINANCING

36. Total amount of credits requested:

37. Intent to use the following resources:

City of Dayton HOME funds

HUD Choice Neighborhoods

GDPM Capital Funds

State Historic Preservation Tax Credits

ODMH

FHLB

Other HOME funds

Other Public Sources

Other Private Sources

PART VI. THRESHOLD QUALIFICATIONS

38. Which category will the application be submitted into?

New Affordability

Preserved Affordability

Single Family Development

Strategic Initiatives

39. Will the applicant request an exception to specific program requirements?

Yes

No

If yes, please provide a brief explanation.

40. Will the applicant request an exception to the Underwriting Requirements?

Yes No

If yes, please provide a brief explanation.

41. The project is committed to a minimum of 30 years of affordability:

Yes No

42. The project meets or exceeds the 2015 Enterprise Green Communities Standards or LEED Certification:

Yes No

**This application is for evaluation purposes only, and the City reserves the right to provide written support to any project/application at our discretion.*